

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 8
PAYMENT OF SERVICE PROVIDER INVOICES
APRIL 2006**

I. BACKGROUND

This guideline was established due to an identified need to have Standard Operating Procedures (SOP) for making timely payment to Harpers Ferry Center (HFC) and Appalachian National Scenic Trail (APPA) service providers. The responsibility for negotiating and awarding service provider contracts rests with the Harpers Ferry Center, Office of Acquisition Management (HFC-AM). The responsibility for processing payments rests with the Office of Programs and Budget (HFC-PB).

II. PURPOSE

The purpose of this Administrative Guideline is to set forth procedures in the form of SOPs for processing invoices for HFC and APPA services.

III. STANDARD OPERATING PROCEDURES

Three distinct SOPs are outlined for the services listed below:

- Pager services
Trash removal services
HVAC water system treatment services
- Copier and fax, and lease and maintenance services
- Wireless phone services
Fire and intrusion phone system services

The Office of HFC-PB receives invoices from current service providers and then requests receivers from the proper office. A receiver is initiated and forwarded to HFC-PB where it is matched to the invoice. The original invoice is then forwarded to the Accounting Operations Center (AOC) in Reston, Virginia for payment. The receiver number is annotated on the invoice.

**STANDARD OPERATING PROCEDURES
PAGER SERVICE
WAREHOUSE TRASH REMOVAL SERVICE
HVAC WATER TREATMENT SERVICE
April 2006**

1. The Purchasing Agent, HFC-AM, issues purchase orders for the entire year with provisions for monthly payment through electronic funds transfer (EFT), with the exception of Chem Aqua, Inc., which is a quarterly payment. The fiscal year 2006 purchase order numbers follow:
 - P1117060005, Mid-Atlantic Pro-Tel - monthly payments
 - P1117060006, Waste Management - monthly payments
 - P1117060007, Chem Aqua, Inc. – quarterly payments
2. Invoices are received monthly or quarterly in HFC-PB. This office facilitates the review of the invoices by the Office of Facilities, Services and Property (HFC-FSP), and then processes the invoice for payment. Upon receipt of the invoice, the original invoice is sent to HFC-FSP and a copy retained in HFC-PB.
3. The Office of HFC-FSP reviews each monthly or quarterly invoice and verifies the charges. This office e-mails the Program Assistant, Business Management Group (BM) (with a copy to HFC-PB and the Purchasing Agent) to request a receiver be prepared for the monthly amount verified as correct. The original invoice is then signed and returned to HFC-PB for payment processing. This must be done immediately, but in no event should this process take longer than five calendar days. The five calendar day process must be adhered to and back-up should be assigned in each office to assist with timely invoice processing.
4. Once the signed invoice is received, HFC-PB releases the receiver in Procurement Desktop (PD). The invoice is stamped with the IDEAS/PD INVOICE stamp. The receiver number is placed above the stamp mark and the invoice is signed below the stamp mark and forwarded to AOC for payment.
5. The Office of HFC-PB forwards the receiver to the Purchasing Agent and provides a copy of the invoice for the purchase order file.
6. Monthly or quarterly payments against these obligations are recorded by the Purchasing Agent for contract administration purposes and close-out of the order at the end of the fiscal year. The Office of Facilities, Services and Property (HFC-FSP) is responsible for making sure that close-out PRs are initiated in early September to de-obligate excess funds.

**STANDARD OPERATING PROCEDURES
WIRELESS PHONE SERVICE PAYMENTS
April 2006**

1. The Purchasing Agent, HFC-AM, issues purchase orders for the entire year with provisions for monthly payment through electronic funds transfer (EFT). The fiscal year 2006 purchase order numbers follow:
 - P1104060002, HFC US Cellular Fire and Intrusion Phones
 - P1104060003, HFC Verizon Wireless Service
 - P2490060002, APPA Verizon Wireless Service
2. Invoices are received monthly in HFC-PB. This office facilitates the review of invoices by the Office of Information Technology (HFC-IT) and APPA, and then processes the invoices for payment. Upon receipt of the invoice, the original invoices are forwarded to the HFC-IT office for the HFC accounts and to the APPA Office for the APPA account. Copies are retained in HFC-PB.
3. The Office of HFC-IT reviews each HFC monthly invoice, verifies the charges and initiates a receiver for the verified amount to HFC-PB. The final approving office is the Associate Manager of HFC-IT. The APPA office reviews their monthly invoices in the same manner and also initiates a receiver to HFC-PB. The final approving official for this office is the Administrative Technician. After initiating the receiver, the approving official at each of these offices signs the original invoice and forwards to HFC-PB for payment processing. This must be done immediately, but in no event should this process take longer than five calendar days. The five calendar day process must be adhered to and back-up should be assigned in each office to assist with timely invoice processing.
4. Once the signed invoice is received, HFC-PB releases the receiver in PD. The invoice is stamped with the IDEAS/PD INVOICE stamp. The receiver number is placed above the stamp mark and the invoice is signed below the stamp mark and forwarded to AOC for payment.
5. The Office of HFC-PB forwards the receiver to the Purchasing Agent and provides a copy of the invoice for the purchase order file.
6. Monthly payments against these obligations are recorded by the Purchasing Agent for contract administration purposes and close-out of the order at the end of the fiscal year. The Office (HFC-IT) is responsible for making sure that close-out PRs are initiated in early September to de-obligate excess funds for HFC accounts and APPA is responsible for doing this for the APPA account.

**STANDARD OPERATING PROCEDURES
XEROX LEASE AND MAINTENANCE PAYMENTS
April 2006**

1. The Purchasing Agent, HFC-AM, issues purchase orders for the entire year with provisions for monthly payment through electronic funds transfer (EFT). Although only monthly payments are authorized, multiple invoices are continuously received according to the specific billing cycle for a particular machine. Invoices are separated between lease and maintenance and further broken down by machine.

The purchase order numbers for fiscal year 2006 funds follow:

- P1104060004, HFC Lease and Maintenance for all copier and fax machines
- P1104060005, HFC Lease and Maintenance for the large format copier
- P2490060003, APPA Lease and Maintenance for one copier and fax machine

2. Multiple invoices are received in HFC-PB. This office facilitates the review of invoices by HFC-IT and APPA, and then processes the invoices for payment. On the 15th of each month, HFC-PB makes copies of all the invoices. The original invoices are forwarded to HFC-IT and APPA. Invoices received after the 15th of the month are kept and processed on the 15th of the next month.
3. The Office of HFC-IT reviews each monthly invoice and verifies the charges and initiates a receiver for the verified amount to HFC-PB. The original invoices are then signed and returned to HFC-PB for payment processing. The final approving office is the Associate Manager of HFC-IT. The APPA office reviews their monthly invoices in the same manner and also initiates a receiver to HFC-PB. The final approving official for this office is the Administrative Technician. After initiating the receiver, the approving official at each of these offices, signs the original invoice and forwards to HFC-PB for payment processing. This must be done immediately, but in no event should this process take longer than five calendar days. The five day process must be adhered to and back-up should be assigned in each office to assist with timely invoice processing.
4. Once the signed invoices are received, HFC-PB releases the receiver in PD. The invoices are stamped with the IDEAS/PD INVOICE stamp. The receiver number is placed above the stamp mark and the invoice is signed below the stamp mark and forwarded to AOC for payment.
5. The Office of HFC-PB forwards the receiver to the Purchasing Agent and provides copies of the invoices for the purchase order file.
6. Monthly payments against these obligations are recorded by the Purchasing Agent for contract administration purposes and close-out of the order at the end of the fiscal year. The Office of HFC-FSP is responsible for making sure that close-out PRs are initiated in early September to de-obligate excess funds for HFC accounts and APPA is responsible for doing this for the APPA account.